



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL.

POSITION: STAFF SERVICES ANALYST, FAIR POLITICAL PRACTICES COMMISSION
2 POSITIONS

DIVISION: TECHNICAL ASSISTANCE

SALARY: **Range A** \$2632 - \$3201
 Range B \$2850 - \$3465
 Range C \$3418 - \$4155

FINAL FILING DATE: **JULY 31 OR UNTIL FILLED**

Duties and Responsibilities:

Under the general direction of the Manager, Filing Officer Programs of the Technical Assistance Division, the incumbent's responsibilities are as follows:

1. Works as a filing officer for statements of economic interests (Form 700). The successful candidate must learn and apply applicable provisions of the Political Reform Act and associated regulations to the filing officer duties.
2. Reviews statements to ensure compliance with the law.
3. Prepares written correspondence and tracks necessary responses in a timely manner.
4. Provides telephone assistance to the public and other agency filing officers.
5. Assists in the development of the annual disclosure form and related educational material.
6. May review and analyze conflict-of-interest codes.
7. Provide one-on-one training to other agency filing officers in their respective offices.
8. Prepares educational materials using a desktop publishing format. The successful candidate will be trained on this function.

Desirable Qualifications:

1. Excellent organizational, writing, proofreading and communication skills.
2. Tact and diplomacy in daily interactions with the public and peers.
3. Ability to work independently as well as in a team setting.
4. Knowledge of Microsoft Word and Excel.
5. Willingness to perform a variety of duties.
6. Occasional travel may be required.

Who May Apply:

The applicant must be reachable on a current employment list or be a current or former state employee with eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the state application. Must have a valid driver's license. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

How to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Staff Services Analyst Position/Technical Assistance Div.
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Gail Ziese, (916) 327-8692

6/20/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.